333 E. Franklin St., Richmond, Virginia 23219

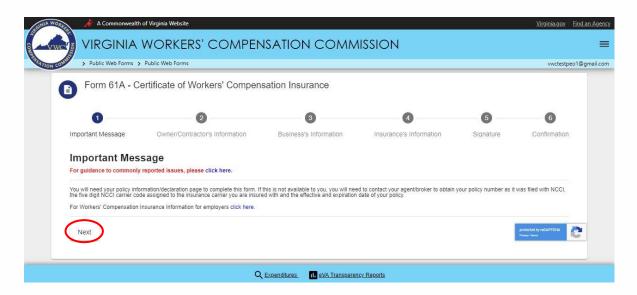
Filing a 61A, Certificate of Workers' Compensation Insurance

Pursuant to § 58.1-3714, the governing body of each county, city or town must require every contractor to provide written certification at the time of any application for issuance or reissuance of a business license that such contractor is in compliance with workers' compensation requirements and will remain in compliance during the effective period of the business license.

1. Go to the 61A Form website at:

webfile.workcomp.virginia.gov/public-webforms/form61a

- 2. Review the important message screen.
- 3. Click the "Next" button to continue to the "Owner/Contractor's Information" section.



IMPORTANT



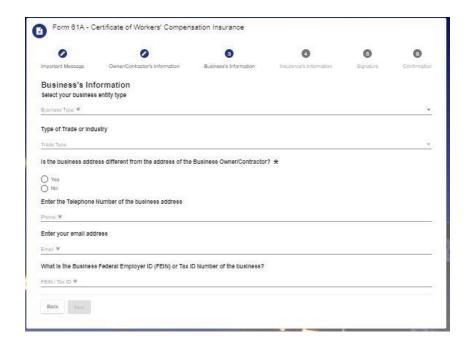
You will need your policy information/declaration page to complete this form.

If this is not available to you, you will need to contact your agent/broker to obtain your policy number as it was filed with NCCI, the five-digit NCCI carrier code assigned to the insurance carrier you are insured with and the effective and expiration date of your policy.

- 4. Complete the blank fields and make sure all required fields (marked with an *) are complete.
- 5. Click the "Next" button to continue to the "Business's Information" section.



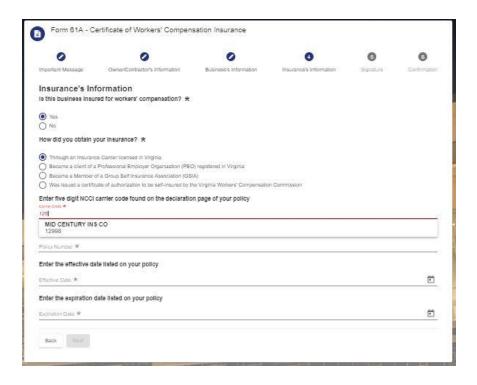
- 6. Complete the blank fields and make sure all required fields (marked with an *) are complete.
- 7. Click the "Next" button to continue to the "Insurance's Information" section.



8. Select "Yes" or "No" to whether your business is insured for workers' compensation and make sure all required questions (marked with an *) are complete.



Note: If your business has workers' compensation insurance, as you type the Carrier Code into the application, the Insurance Carrier name and Carrier number will appear in a list. Selecting your Insurance Carrier from the list will populate your Insurance Carrier's name in the Insurance Carrier field. If the Insurance Carrier list does not appear in the list, please confirm your Carrier Code.



Note: The Insurance Policy number should **not** include any special characters (i.e., -, *, &, ...) even if they appear on your policy DEC page. The exception is all GSIA (Group Self Insured Agency) policies—they **must** include the dash.



- 9. Click the "Next" button to continue to the "Signature" section.
- 10. Check box to certify signatures.
- 11. Enter your signature in the blank field.
- 12. Click the "Submit Form" button.



13. Review the confirmation message.



Note: Upon submission, you **must** select the "Download Certificate" button. The Virginia Workers' Compensation Commission will not send this.

IMPORTANT



Google Chrome Users—if your certificate **does not** appear, please check the bottom of your browser screen. The PDF may have downloaded and you **must** select the box at the bottom of your screen to open the PDF, and then save it appropriately.